

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, January 8, 2019 Meeting
Athens-Clarke County Library Board Room
Draft Minutes

Chairman Thomas called the meeting to order at 4:00 pm. Trustees in attendance are Ms. Bogue, Ms. Brown, Ms. Cullen, Ms. Darnell, Ms. Hall, Ms. Hunt, Mr. Jordan, Mr. Prokasy, Ms. Ritter, Ms. Russell, Chairman Thomas, Mr. Timmons, Mr. White, Ms. Wilson and Mr. Woods. Absent was Ms. Boydston. Staff members present were Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Mr. Burns, and Ms. Moncrief.

Announcements:

Chairman Thomas welcomed the Trustees to the first meeting of 2019, thanked them for their service by volunteering for the Board and stating he was looking forward to working with everyone to continue the library's operations and economic health.

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the October 9, 2018 regular meeting were unanimously approved. (Moved by Mr. Prokasy, Seconded by Mr. Timmons)

Approval of Agenda:

The Agenda was then adopted and unanimously approved. (Moved by Mr. Hunt, Seconded by Ms. Bogue)

Financial Report:

- The report was given by Mamie Fike, Business Manager; she stated that the second quarter for FY19 was in line as the library has received 49.53% in revenues. Expenditures are also in line at 45.24%. Unanimously approved. (Moved by Ms. Bogue, Seconded by Ms. Russell)
- Ms. Fike also reported the water bill has still been high and the business office as well as county facilities department is working with the water department.
- One question: What is the expected return from the solar installation? Ms. Fike responded the return could be as low as \$3000.

Committee Reports:

- **Building and Grounds** - None
- **Endowment** - Ms. Bogue stated the Endowment Fund was created approximately 20 years ago to have funding for specific projects like Reimagine campaign, Teen renovation, and possible Scholarships. The money has grown and is invested with Meryl Lynch with a good return. The current forecast will be to continue funding special projects including a cap of money used on an annual basis in order to maintain a base amount.
- **Friends of the Library** - Ms. Russell reported that volunteers are needed for the April Book Sale if anyone is interested. Board members are rotated each year with 7 members to be replaced if anyone is interested. The Harold Rittenberry sculpture will be installed on the brick pavers next to the Friends of the Library donation bin hopefully in March.
- **Winterville** - Ms. Wilson stated the renovation should be completed any day with a ribbon cutting opening at the end of January or first of February.

Director's Report:

- It has been an eventful 2018 to say the least. I have attached as an addendum a brief **timeline** of this year's activities. It is not all inclusive but represents the very busy year we have shared.
- We needed to make a change with our Security contractors. We have entered into agreement with Metropolitan Security for our services. There is no change in the hourly cost
- Mamie Fike and I have been working on the budget for FY2020, which will be submitted to the Finance Committee and the Executive Board by Wednesday, January 9, 2019.
- After additional discussion with our insurance carrier, we had to pull the circulation of the "**Tool Library**". Though none of the tools are electric or sharp, this company has chosen to take a stricter approach. I would like to go out for **RFP for a new insurance carrier**. Between the Pinewoods Branch not being covered when flooding occurred and the Tool Library, I believe we should at least see if we can get some other type of comprehensive coverage.
- Pinewoods Branch reopened for service on December 17th. The cost of repairs is still being calculated. Estimates are \$36,000.
- Through a very generous **donation made by Mr. Grady Thrasher, the Appleton Auditorium** will receive an upgrade to various AV products and equipment. Mr. Thrasher donated \$25,000 and we will probably use an additional \$5,000 from E-rate funding for the project.
- We are hoping to host a **re-opening open house at the Pinewoods Branch** the week of January 17th. An exact date and time will be emailed to you. We are also planning to host a **Winterville Branch grand opening** the week of January 27th. An exact date and time will be emailed to you.

- The **Heritage Room** was recently awarded \$7,500 grant for digitization services by the Digital Library of Georgia in order to digitize and host 8 bound volumes of the City of Athens Mayor's Court Dockets.
- The **IMLS Grant (\$150,000) for a Trauma Informed Library** has been proceeding.
- The library successfully participated in four **charitable drives** in November and December: a stuffed animal drive with UGA Plushy Nov. 26-Dec. 9, which collected roughly 800 stuffed animals to give to emergency responders for area children; the annual Toys for Tots Drive, and Athens Transit's annual Stuff-a-Bus campaign. This year, the library hosted the Stuff-a-Bus for two days instead of just one. An American Red Cross Blood Drive was held Dec. 17.
- The annual **Staff Development Day 2019** was led by Circulation Manager, Toby Mayfield. This year's theme was Acting on Our Values.
- Our Teen Specialist, Devera Chandler has been out of the office these last couple of months. We have had the temporary services of Ms. Rachael Griffin-Jackson since November.
- Evan Bush has been selected to serve on the national ALA/ALSC Pura Belpre book award committee; and the ALA Caldecott Award committee for 2019.
- Jean Mead has been accepted into the PLA Leadership Academy. She is one of 28 nationwide applicants that have been selected to participate.
- Sadly, longtime Board member Wally Eberhard passed away in October. In lieu of flowers, the family asked that donations be made to the library. We have received \$1,025 and have purchased 40 books so far with \$251.43 still available for additions to the collection. Wally was a true library champion and he will be missed.

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Old Business: None

New Business:

Board Actions:

- Move to ratify the change in Security contractors from BOS to Metropolitan Security in October 2018. (Moved by Ms. Bogue, Seconded by Ms. Hunt, unanimously approved)
- Move to approve the ACCUG budget proposal for fiscal year 2020. (Moved by Ms. Bogue, Seconded by Ms. Russell, unanimously approved)
- Move to approve a Request for Proposal/Qualifications for a new insurance carrier. (Moved by Ms. Hunt, Seconded by Ms. Darnell, unanimously approved)
- Move to accept a \$25,000 gift donation from Mr. Grady Thrasher to be used for audio visual enhancements in the Appleton Auditorium. (Moved by Ms. Cullen, Seconded by Ms. Bogue, unanimously approved)

Meeting was adjourned at 5:05 pm

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, April 9, 2019 Meeting
Athens-Clarke County Library Board Room
Draft Minutes

Chairman Thomas called the meeting to order at 4:00 pm. Trustees in attendance are Ms. Bogue, Ms. Cullen, Ms. Darnell, Ms. Hall, Ms. Hunt, Mr. Jordan, Ms. Ritter, Ms. Russell, Chairman Thomas, Mr. Timmons, and Mr. Woods. Absent were Ms. Brown, Mr. Prokasy, Mr. White, and Ms. Wilson. Staff members present were Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Shull, and Ms. Moncrief.

Announcements: None

Public Comment: None

Approval of Minutes:

- The Draft Minutes from the January 8, 2019 regular meeting were unanimously approved. (Moved by Ms. Darnell, Seconded by Ms. Russell)

Approval of Agenda:

- The Agenda was then adopted and unanimously approved. (Moved by Mr. Timmons, Seconded by Ms. Darnell)

Financial Report:

- The report was given by Mamie Fike, Business Manager; she stated that the third quarter for FY19 was in line as the library has received 74.84% in revenues. Expenditures are also in line at 69.99%. Unanimously approved. (Moved by Ms. Russell, Seconded by Ms. Hunt)
- Ms. Fike also reported the ACCL Meeting Rooms profit was up as well as Passports (459 were applied for in March 2019). The Library Store also has a profit for the year.

Committee Reports:

- **Hall Pass** - Ms. Ritter (Board member) spoke on the topic of an Access program that gives every student access to online materials. Students would automatically receive a library card upon entering school with limited access. Ms. Ritter stated that waiting on a bricks and mortar building to allow access to students could take years and she would like to see children have access to the library as soon as possible.

- Ms. Bell reported that the consortium that the state belongs to known as PINES will be implementing this program as it is undergoing a test in southern Georgia to see how it will operate in our system. Ms. Mayfield also indicated that the state will have to have permission to implement the program which includes digital access cards and database sharing. Ms. Mayfield further stated that there would be a vote on adopting the program at the next statewide director's meeting.
- **Endowment** - Ms. Bogue stated the Endowment Fund has approximately 1,350,000 with revenues this year of about 51,000. Ms. Bogue also stated in order to receive the most revenue that the investments will be repositioned a couple of times a year. The Endowment/Financial Committee is considering providing a scholarship fund for staff who are working on their MLS degree,
- **Friends of the Library** - Ms. Russell reported the semi-annual book sale was happening the week of April 8, 2019. Family Fun day will be on May 18, 2019. She also mentioned the Friends of the Library may partner with the Endowment to fund a scholarship for staff.
- **Winterville** - No Report

Director's Report:

- The big news from the Georgia Public Library Service is the State budget. It has passed both the house and the senate and is waiting for Governor Kems signature. With the new FY20 budget, the GPLS has secured \$326,859 for a statewide children's digital library. The goal is to have the kid's e-book platform up and running this summer, so that there's a continuity of service for Georgia's youngest readers. We are looking for a vendor to supply the eBooks.
 - Other important funding includes:
 - \$3 million in MRR
 - \$2,630,000 for technology enhancement
 - \$.35 per capita for materials
 Capital Outlay: Includes \$1,900,000 for the Watkinsville Library
- Chairman Ian Thomas presented the **library budget** to members of the Board of Commission on February 27. Ian did a great job.
- **National Library Week** will run from April 7 - April 13. We have received a proclamation from the Athens Board of Commission in recognition of our efforts. The proclamation will be on display at the circulation desk for the week.
- We are moving forward with plans for our **Strategic Direction**. We are starting by surveying the staff on a variety of topics. There are eight subject surveys that staff will be asked to take over the next few months. We have completed two so far, the first about the Resource Team the second one is surveying the

System Perspective as felt by staff. To encourage participation after each survey, participants are eligible for a \$25 gift card. Toby Mayfield and Lisa Moncrief are leading the staff survey project.

- **Auditorium upgrades** will be taking place two weeks in April from the 8th - 22nd. This is a \$25,000 project donated by Kathy Prescott & Grady Thrasher. We are getting a new and upgraded projector and new and larger screen and other pieces of equipment to bring the video and audio levels of the auditorium closer to theater quality.
- At Mayor Kelly Girtz's suggestion, the **C-SPAN bus** visited the library on March 21. We were hopeful the middle and high schools would bring classes over, but they didn't. The organizers told me that they usually don't like to visit libraries because the turnout is usually low. We changed that... For the 45 minutes the bus was opened to the public we had a stream of visitors (mostly due to library staff).
- **ACCUG Facilities work:** The County's painting schedule continues with this branch. Facilities have painted the first floor and the second floor will begin soon. The County has also replaced all of our lighting with LED bulbs. While I don't have the exact figures, the LED replacement lighting should save us more in electric costs than our solar array. The solar installation is expected to save us about \$3,000 per year.
- There is an open meeting concerning SPLOST 2020 on April 10, 2019 at 5:30 and would like any board member interested to attend. Mr. Jordan announced that the location of the proposed new library is in question - Gaines School Road vs South Clarke Park.

Old Business: None

New Business: None

Board Actions: None

Meeting was adjourned at 5:20 pm (Motioned by Ms. Darnell, Seconded by Ms. Hunt)

Next Meeting July 9, 2019 at 4:00 pm

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, July 9, 2019 Meeting
Athens-Clarke County Library Board Room
Draft Minutes

Chairman Thomas called the meeting to order at 4:00 pm. Trustees in attendance are Ms. Bogue, Ms. Brown, Ms. Hall, Ms. Hunt, Ms. Ritter, Ms. Russell, Chairman Thomas, Mr. Timmons, Mr. White and Mr. Woods. Absent were Ms. Cullen, Mr. Jordan, Mr. Prokasy, and Ms. Wilson. Staff members present were Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Shull, Ms. Mead and Ms. Moncrief.

Announcements: None

Public Comment: None

Approval of Minutes:

- The Draft Minutes from the April 9, 2019 regular meeting were unanimously approved. (Moved by Ms. Hunt, Seconded by Mr. Timmons)

Approval of Agenda:

- The Agenda was then adopted and unanimously approved. (Moved by Ms. Russell, Seconded by Ms. Hunt)

Financial Report:

- **Fines** were down again this year for the second year in a row. I felt we should reflect that \$5,000 decrease this year so that we have a more accurate account of revenues.
- Lisa has done a terrific job with our **meeting room use**. It is up again this year, and I think we can safely reflect a small increase in that line.
- All other revenue amounts remain the same as FY19.
- **Salaries and benefits** reflect a 2% increase for staff across the board. It also includes the TRS increase from 20.9% to 21.14%.
- The \$25K **Security** is the amount that we have received from ACC Commission. It does not include the \$10K from Passports that is also used for that purpose. This year, we used \$38,000 in security.
- Though the **telephone** line was down this year, it is consistently around this amount. Additionally, we have not seen the E-rate increases yet. It is for these reasons I do not recommend a change this year.
- We increased the **staff development and travel** by \$500. This is because the Public Library Association conference is being held in Nashville this year, and I expect a number of staff requests to attend.

- We have decreased our advertising line because we have consistently underspent in advertising.
- Unanimously approved. (Moved by Ms. Bogue, Seconded by Ms. Hunt)

Committee Reports:

- **Endowment** - Ms. Bogue stated the Endowment Fund has approximately 1,368,803.44 as of June 30, 2019. Ms. Bogue also stated there were no expenditures as of June 30, 2019.
- **Friends of the Library** - Ms. Russell stated that even though she is no longer on the Board of the Friends of the Library but will continue as liaison to the Board. The year ended well with membership up, over \$39,000 in book sales, several Café Au Libris events planned and Family Fun Day was a great success with over 800 visitors by 1:00pm. New officers are KathyLynne Sanderson - President, Marta Daniell - Vice President, Mary Jane Holloway - Secretary, Mandy Blalock - Treasurer.
- **Winterville** - No Report

Director's Report:

- "ERead Kids" is launching on August 1, 2019! We are happy to report that working through GPLS and Baker & Taylor we will be able to offer a special collection of fiction and non-fiction titles. This program includes almost 15,000 ebooks and eaudiobooks, focused on kindergarten thru Grade 4, with a one book, one user model. Each Branch will receive table tents, postcards, and posters to advertise the new collection.
- The library cards for students project is in the planning stages. I have met with the library in Georgia who belongs to Pines and who is participating. The biggest complication is that each name has to be manually entered and checked in the Pines database. There are 13,000 students in ACCSD. I have written a grant to hire someone for this data entry. I have pulled a team of staff together to talk about how we could work this. I am requesting from the Board, members who would like to go to Superintendent Means to discuss the project. A grant has been applied for to start program.
- The library has had some good press and publicity during this reporting period.
 - An article about our Trauma Informed Library Services appeared in the June issue of American Libraries (a national journal)
 - Trudi Green & Ashley Shull will be making a presentation to the Georgia Library Association.
 - Ashley Shull spoke at the CCI Sisterhood Annual End of the Year Event.
 - Athens Banner Herald and the Red & Black have articles about our IMLS program "The BEE Club"

- Our partnership with WUGA on the community discussion of the Mueller Report has received a lot of media attention. These discussions are going well with about 60 people in attendance.

SPLOST 2020 News: There were two public meetings, both were attended, spoke at second meeting. Chair Ian Thomas always represents the Board of Trustees as well as the Library tremendously at every commission meeting. We have received favorable comments, mayor and commissioners will make their final determination soon.

Old Business: None

New Business: None

Board Actions:

- Move to approve the fiscal year 2020 budget
 - Move to approve the following restricted accounts:
 - A. \$33,000 in the AMH account. This is for the 4-year service contract that will come due four years from now.
 - B. \$5,000 to upgrade our people counter
 - C. \$20,000 to upgrade our print management system
 - D. \$8,000 to be used to contract for grant writing services.
- Total in Restricted is \$66,000
Total to go in the reserve account \$19,000

Meeting was adjourned at 4:55 pm (Motioned by Ms. Bogue, Seconded by Mr. White)

Next Meeting October 8, 2019 at 4:00 pm

Board Actions

- Approve the fiscal year 2020 budget, Unanimously Approved. (Moved by Ms. Bogue, Seconded by Mr. Timmons)
- Approve the following restricted accounts:
 - \$33,000 in the AMH account. This is for the 4-year service contract that will come due four years from now, Unanimously Approved. (Moved by Ms. Bogue, Seconded by Ms. Hunt)
 - \$5,000 to upgrade our people counter, Unanimously Approved. (Moved by Ms. Russell, Seconded by Mr. Timmons)
 - \$20,000 to upgrade our print management system. Unanimously Approved (Moved by Ms. Bogue, Seconded by Ms. Hall)
 - \$8,000 to be used to contract for grant writing services.
 - Total in Restricted is \$66,000. Unanimously Approved. (Moved by Mr. White, Seconded by Mr. Woods)
- Total to go in the reserve account \$19,000, Unanimously Approved, (Moved by Ms. Bogue, Seconded by Ms. Brown)

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, October 8, 2019 Meeting
Athens-Clarke County Library Board Room
Draft Minutes

Chairman Thomas called the meeting to order at 4:00 pm. Trustees in attendance are Ms. Brown, Ms. Cullen, Ms. Darnell, Ms. Hall, Ms. Mize, Ms. Ritter, Ms. Russell, Chairman Thomas, Mr. Timmons, and Mr. Woods. Absent were Ms. Bogue, Ms. Hunt, Mr. Jordan, Mr. Prokasy, Ms. Ritter, and Mr. White. Staff members present were Ms. Bell, Ms. Brumby, Mr. Burns Ms. Fike, Ms. Green, Ms. Griffin-Jackson, Ms. Mayfield, Ms. Mead, Ms. Shull and Ms. Moncrief.

Announcements: Marie Mize is now the representative from our Winterville Branch.

Public Comment: None

Approval of Minutes:

- The Draft Minutes from the July 9, 2019 regular meeting were unanimously approved. (Moved by Ms. Darnell, Seconded by Mr. Timmons)

Approval of Agenda:

- The Agenda was then adopted and unanimously approved. (Moved by Ms. Russell, Seconded by Ms. Hall)

Financial Report:

- Revenue is at 24.71% which is line for our first quarter including the revenue from the meeting room which is already at 40% of budgeted amount.
- Expenditures are at 23.14%.
- Passports and the Library Store have both seen an increase in revenue.
- Unanimously approved. (Moved by Mr. Timmons, Seconded by Ms. Brown)

Committee Reports:

- **Endowment**
The Endowment Board has agreed to fund a scholarship of \$3000 for staff trying to obtain their degree, an application process will be in place along with all rules and regulations when the program starts.
A consultant - David Baker from Giving Design has been hired to help Endowment progress with donations.
- **Friends of the Library -**

Author events using the partnership with Avid books has been very beneficial for both the Friends of the Library and Avid. The events are very well attended.

The fall Book Sale grossed \$21,440 with the sale of over 600 boxes of books. The Friends were so pleased with all their community partners including the Classic City Roller Girls, Chess & Community, and Cedar Shoals students all volunteered their time.

- **Winterville**

The renovation is complete.

There are Author events coming up.

The city is discussing a future addition.

Director's Report:

Donna Brumby our Assistant Director of Organizational Development will be retiring on October 31st. Donna has led us to record grant figures, an updated personnel policy, a framework for our human resources department, and a continuity in knowledge from one administration to the next. She will be sorely missed.

It gives me great pleasure to notify you that with the help of members from the ARLS Board, (Mr. John Timmons, Mr. Ian Murray & Mr. Howard Shapiro) we have selected Sue Plaksin as the future Assistant Director of Organizational Development for ARLS.

The staff in-service will be held on Wednesday November 13 and all libraries in ARLS will be closed to the public.

- Valerie Bell and Donna Brumby wrote a supplemental grant to our IMLS Trauma-Informed grant requesting an additional \$47,000 to partner the library with additional community organizations. We received approval of the supplement in mid-August. We will be partnering with The Jeanette Rankin Foundation (offer a bus trip to the National Memorial for Peace and Justice Museum in Montgomery, Alabama in January) and an additional table at this year's It's Time to Talk), Chess and Community (Afterschool activities), Athens Alliance Coalition (Afterschool activities), Athens Tutorial, CCSD, The ability to fund Community Dialogs in partnership with WUGA and others, Afterschool snacks for our students, and transportation for/to & from various library events.

Members of the citizens Advisory Committee are meeting weekly at the library to organize ways to get out the vote. The meetings are held every Monday at 5:30 in multi-purpose room C.

ACCL and ARLS have been featured in three [national] professional journals, American Libraries, Public Libraries, and Computers in Libraries.

Trudi Green, Jean Mead, Ashley Shull, Robin Faye, Rebecca Ballard, and Val Bell will all be presenting at the Georgia Library Conference

- The Governor has mandated reductions in the FY20 (current year) and FY21 (next year) budgets. This year, GPLS must submit plans for a 4% reduction. GPLS has opted to make the reduction from the materials grant; our preliminary calculations indicate this would reduce the per capita materials amount to \$.23. They have begun the reduction in October.

Student Library Cards issued to every student K-12 in Athens-Clarke County is being discussed at a state and local level. The project will also delete any existing fines on student accounts. The accounts will have limitations set by the committee overseeing this project. The project will be initiated in 2020.

Old Business: None

New Business: None

Board Actions:

- The A-CC Library to move forward with the Student Library Card program in place. Unanimously Approved (Motioned by Ms. Cullen, Seconded by Ms. Brown)
- Members of the new Student Library Card program committee are authorized to release their recommendation on rules and regulations that may include waiving fines on all currently blocked juvenile accounts to allow new student-status library cards to be issued with the newly adopted Student Library Card program at January 2020 meeting. Unanimously Approved (Motioned by Ms. Darnell, Seconded by Mr. Woods)

Meeting was adjourned at 5:11 pm (Motioned by Ms. Russell, Seconded by Ms. Brown)

Next Meeting January 7, 2020 at 4:00 pm

Board Actions

Approval of July 9, 2019 Minutes, Unanimously Approved. (Motioned by Ms. Darnell, Seconded by Mr. Timmons)

Approval of October 8, 2019 Meeting Agenda, Unanimously Approved. (Motioned by Ms Russell, Seconded by Ms. Hall)

Approval of Financial Report FY20Q1, Unanimously Approved. (Motioned by Mr. Timmons, Seconded by Ms. Brown)